

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: September 23, 2015

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RFP No. 026-2015(P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Thursday, October 8, 2015 @ 4:00 o'clock p.m.**

DESCRIPTION OF WORK AND PROJECT:

The Government of the Virgin Islands, Department of Education is requesting proposals from Qualified firm or individual(s) to provide the Virgin Islands Department of Education with a Human Resource Information System software services to support and manage human capital.

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required. Discussions** will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order to preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-026-2015(P) Qualified firm or individual(s) to provide the Virgin Islands Department of Education with a Human Resources Information System software services to support and manage human capital.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Ms. Latisha Blyden, at latisha.blyden@dpp.vi.gov**. All requests will be forwarded to Mr. Anthony D. Thomas, Director of Procurement, Department of Education.

B. STATEMENT OF PURPOSE

RFP-026-2015(P) Qualified firm or individual(s) to provide the Virgin Islands Department of Education with a Human Resources Information System software services to support and manage human capital.

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests or written clarifications will be **Thursday, October 1, 2015 @ 4:00 p.m.**
2. Proposals will be accepted at the Department of Property & Procurement, no later than **Thursday, October 8, 2015 @ 4:00 p.m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **seven (7)** sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Thursday, October 8, 2015 @ 4:00 p.m.**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN

RFP-026-2015(P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Property and Procurement Randolph N. Bennett**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Finn.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

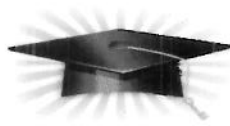
M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. **Bidder must provide public liability insurance within ten (10) working days after award.**
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



Virgin Islands Department of
EDUCATION

1834 KONGENS GADE
ST. THOMAS, V. I. 00802

**REQUEST FOR PROPOSALS (RFP)
FOR
Human Resource Information System (HRIS)**

I. GENERAL INFORMATION

A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s) qualified inHuman Resource Information System software services to support and manage human capital.

The Virgin Islands Department of Education (DOE) seeks qualified service provider(s)/person(s) with the knowledge, experience, and expertise to provide all things necessary including but not limited to: On-boarding, off-boarding, reporting analytics, employee self-service, recruiting solution, mobile access, data visible to managers, data uploads and allowing our HR offices on both islands to functions as one fortified unit.

B. BACKGROUND

Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, including the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. The two (2) school districts are managed and directed by Insular Superintendents with the day-to-day operations of each school district being managed with district offices on St. Thomas and St. Croix. The following contains additional information concerning the two (2) school districts:

ST. THOMAS/ST. JOHN SCHOOL DISTRICT		Number
Schools		15
Elementary Schools		10
Middle Schools		2
Junior High School		1
High Schools		2
Programs		3
Day Adult Program		1
Skill Center		1
Alternative Ed Program		1
Total Schools and Programs		18
Number of Students		7,916
ST. CROIX SCHOOL DISTRICT		
Schools		15
Elementary Schools		10
High Schools		2
Junior High		3
Programs		3
Adult Ed		1
Alternative Ed		1

Career and Technical Ed	1
Total Schools and Programs	18
Number of Students	7,276
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	30
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	15,192
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,319

On the island of St. John, two (2) schools serve the elementary and middle school student population. The senior high school students from the island of St. John are served by schools on the island of St. Thomas.

The Human Resources Division is committed to recruiting, developing, and retaining a high-quality, diverse workforce that effectively meets changing mission requirements and program priorities. The division provides leadership, guidance, and technical expertise in all areas related to the management of the department's human resources, including recruitment, employee assistance development, and retention of staff, and leadership in labor-management cooperation. The division has been designated and will serve as the DOE's liaison on this project.

C. ADMINISTRATIVE STRUCTURE

Honorable Sharon Ann McCollum, Commissioner of Education, heads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District, and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing to be used for any correspondence or delivery of paper reports address for the DOE is as follows:

Virgin Islands Department of Education
1834 Kongens Gade
St. Thomas, US Virgin Islands 00802-6742

Honorable Cecilia Milliner Emanuel, Acting Commissioner of the Department of Property and Procurement (DPP), and other personnel at DPP, will manage the bidding, negotiation, and contractual processes. DOE's Office of the Commissioner will serve as the liaison between the selected contractor and agencies of the Virgin Islands Government in contract preparation.

D. CONTRACT TYPE

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

E. CONTRACT TERMS

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a period of one (1) year, with up to two (2) one (1) year options to renew, upon mutual agreement between the Government and the selected contractor.

F. SELECTION OF CONTRACTOR

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status.

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
 - Proposers should present their vision of how they propose meeting DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Provide a similar sample of an HRIS system used in other State Department of Education or Educational Institutions
- (7) Demonstrate the ability to perform services on-site in DOE's facilities.

H. INCURRED COSTS

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

I. LATE PROPOSALS

Any Proposal received after the exact time specified for receipt will not be considered.

J. GIFTS FROM CONSULTANT

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

K. LICENSES, FEES & TAXES

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post as required, all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

L. PROPOSAL FORMAT

Each proposal must also meet the following minimum requirements:

Part I: Narrative

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by [the total payment detail of the proposed contract].

II. SCOPE OF SERVICES

Overview

The selected contractor shall provide services to DOE for a Human Resources Information System (HRIS). The System shall eliminate manual processes, afford employees to access frequently requested documents, assist with on-boarding and off-boarding, people

management, human capital reporting analytics, combine the services in the St. Thomas/St. John and St. Croix offices and improve DOE's ability to service 3,100 employees in both districts.

System Functional and Technical Capabilities Specifications

The data migration plan will include considerations for report migration into standard report templates or the creation of new reports based upon VIDE requirements.

Tasks

The selected contractor shall provide and conduct the following system components within the HRIS solution:

- Single-User Sign-On
- System owner ongoing support
- Mobile access
- Data migration
- Test phases
- Technical architecture
- Production support plan
- Technical specifications
- Integration tests
- System administration procedures
- Deployment/cut-over plan
- Contingency plan
- Training strategy
- Project roll-out plan
- Implementation management
- Data collection
- Data analysis
- Data migration
- Data entry
- Data installation/importation
- Staff training
- Ongoing Support
- Test phases
- Integration tests
- Mobile Access
- Project Roll-Out Plan
- Implementation Management
- System Owner Ongoing Support
- Data Migration
- Test Phases
- Technical Architecture
- Production Support Plan
- Technical Specifications

- Integration Tests
- System Administration Procedures
- Deployment/Cut-over Plan
- Training and Strategy Plan
- Onsite data management support

Deliverables

The selected contractor must deliver to DOE ...

1. Cloud-based software HRIS solution
2. Timely delivery of product and ongoing support
3. Software updates throughout the duration of the contract during system upgrades and for compatibility with all devices and DOE users system functionalities at a minimum:
 - a. Operating: Window 7 professional OS business or ultimate operating system – No home or starter editions
 - b. Internet Protocol V.6 (TCP/IP V.6)
 - c. Internet Protocol V.4 (TCP/IP V.4)
 - d. Link-layer Topology Discovery Mapper I/O Driver
 - e. Link-layer Topology Discovery Responder
 - f. Cllet for Microsoft Networks
 - g. QoS Packet Scheduler
 - h. Intel ® Centrino ® Advanced – N 6200NG
4. Production support plan
5. System Administration Procedures Document
6. Deployment/Cut-over Plan
7. Integration test Scenarios/Scripts
8. Production Support Plan
9. Technical Specifications
10. Data Migration Plan and Approach
11. Contingency Plan
12. Training Strategy and Plan for HR to deploy to VIDE Employees
 - a. Number of days for HR training
 - b. Training schedule for VIDE Employees
 - c. Communication Plan for Training to capture all employees
 - d. Virtural Manuals for HRIS solution

B. SPECIFICATION DETAILS

	Processor	Memory	Hard Drive	Media Drive	Monitor	Screen Resolution	Network Interface	Warranty	Operating System
Desktop Computer (Standard) -	2.5 GHz + Intel Quad Core i5 Processor	6 GB	250 GB min	16x DVD+/- RW Drive	17" Flat LCD	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Desktop Computer (High End)	3 GHz + Intel Quad Core i7 Processor	12 GB	500 GB	16x DVD+/- RW Drive	19" Flat LCD	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Laptop Computer (Standard)	2.5 GHz + Intel 3rd Generation Quad Core i5 Processor	6 GB	250 GB	16x DVD+/- RW Drive	15"	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Laptop Computer (High End)	3 GHz + Intel 4th Generation Quad Core i7 Processor	8 GB	500 GB	16x DVD+/- RW Drive	17"	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Server (Standard)	Intel Xeon Processors E5-2400 +	12 GB	512 GB	16x DVD+/- RW Drive	None	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Server (Medium)	Intel Xeon Processors E5-2600 +	12 GB	1 TB	16x DVD+/- RW Drive	None	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Server (High End)	Intel Xeon Processors E5-2600 +	32 GB +	4 TB	16x DVD+/- RW Drive	None	1024x768 or better	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Tablet	3 GHz Intel Dual Core	16 GB	16 GB	16x DVD+/- RW Drive	9.7 inch	2048 X 1536	N/A	5 year 7 business day	Latest Operating System
Thin Client Server (Standard)	Xeon X5660, 6 Cores	16 GB	1 TB 10K RPM SATA (Raid Array) or	16x DVD+/- RW Drive	NONE	N/A	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Thin Client Server (High End)	Dual Xeon™ X5660, 6 Cores	24 GB	2 TB 10K RPM SATA (Raid Array) or	16x DVD+/- RW Drive	NONE	N/A	10/100/1000 MB Ethernet Card	5 year 7 business day	None (Separate agreement)
Thin Client (30 End Points)	VGA Support	Ethernet Ready	USB Ports	Peripherals Ports	N/A	N/A	N/A	N/A	N/A

IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of entity. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) Three (3) current original **Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original **Certificate of Good Standing, Certificate of Existence, or Certificate of Status** from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.

- (5) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (6) Certificate of Liability Insurance indicating proof of coverage of **Professional Liability Insurance** and **General Liability/Public Liability Insurance** - each of no less than [One Million Dollars and Zero Cents (\$1,000,000.00)] for any one occurrence. The Contractor must provide a Certificate of Liability Insurance and Declaration/Endorsement pages that indicating that the Government of the Virgin Islands, Department of Education, is as “certificate holder” and an “additional insured” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract